Please use the following guidelines when drafting your project proposal.

PROJECT TITLE Include a descriptive title for your project

PROJECT NARRATIVE (5-page maximum, at least 12 point font)

Background

- Organization name and location
- Educational programming experience
- Brief description of grant management experience
- Partners and/or collaborating organizations
  - What individuals or organizations will be working with you on this project?
  - What are their roles within this project?

Overview

- Rationale for your project
- Project goals
- Project objectives
- Project plan
  - Identify project leaders who will complete TPS Professional Development in advance of project implementation
  - Target audience
    - Location
    - Number of educators
    - Targeted subject(s) taught
    - Grade levels
    - Relationship with target audience
    - Recruitment plan
  - How will you reach your goals and objectives?
    - What format (e.g., online, in person, etc.) will be used for training?
    - What TPS materials will be incorporated?
  - Expected Outcome
    - What projects will participants complete? (Examples: lesson plans, learning activities, primary source sets or journals.)
  - Expected cost per participant
  - Dissemination Activities
    - How will you share the outcomes?
  - Sustainability
    - How will you continue to introduce teachers to TPS materials and methods beyond the funding cycle?

Project Evaluation

      o   How will you determine the success of your project?

Project Timeline

BUDGET AND JUSTIFICATION (3-page maximum)

Costs associated with implementing your proposed project (see budget format example). Include source(s) of the required 20% match.

APPENDICES

Staff

The roles and background of staff who will work on your proposed project. Include a vita (two-page limit) for the project director that includes name, title, business address, telephone number, and email address. Include biographical paragraphs for other staff.

Authorized Financial Representative

Name:
Title:
Business Address:
Telephone Number:
Email Address:

Supporting Documentation

Examples: letter(s) of support, workshop agendas, advertisements, participant application forms, etc.

Submit completed proposal and supporting documentation to Barbara Kirby via email at: bkirby@waynesburg.edu. You will receive a reply confirming delivery within a few business days.